



<b>POSITION DESCRIPTION</b>  <b>Roads Department Mechanic</b>  <b>FLSA Status: Non Exempt</b> <b>County Classification: Occupational</b> <b>Salary Grade/Band:</b>	<b>6 January 2017</b>  <b>Reports to: Duchesne County Roads Director.</b> <b>Revised:</b> <b>Human Resources Initials: _____</b>
--	--

<b>POSITION PROFILE</b>  Performs in depth maintenance, diagnoses and repairs, along with rebuilding of county trucks and heavy equipment, diesel or gas engines. Performs mechanical duties in the county maintenance facility or in the field. All Road Department employees may, at any time, be considered emergency personnel. Responsible for the safety of County citizens, Road Department employees must be available to be on-call during the "snow season" (December 1 <sup>st</sup> – February 28 <sup>th</sup> ) including on County overserved Holidays.
<b>GOALS</b> <ul style="list-style-type: none"><li>• To ensure work quality and performance, effective time management practices, and attention to detail.</li><li>• To maintain a safe and clean environment.</li><li>• To adhere to best safety practices and comply with OSHA and other local and federal mandates.</li></ul>
<b>ESSENTIAL FUNCTIONS</b> <ul style="list-style-type: none"><li>• Provides instruction and training related to complex heavy equipment and automotive projects; performs trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment as needed to assure safe and efficient operation of county motor vehicles, and heavy equipment.</li><li>• Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), transmissions, differentials, air and hydraulic systems (turbo, super charger, open and closed systems), electrical, computerized control systems, fuel systems, cooling systems, heating, air conditioning, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.</li><li>• Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.</li><li>• <b>Performs certified state safety inspections;</b> performs general vehicle inspection; checks and maintains service schedules consistent with manufacturer specifications; works with department parts clerk/service writer to insure all proper documentation of parts and repairs are filed, fills out time sheets.</li><li>• Performs welding, braising, soldering; uses MIG, stick and -acetylene welders; maintains welding equipment to assure effective and safe use; finishes projects with appropriate layers</li></ul>

or coats of paint; fabricates braces, supports, and parts for old or worn out units; lay out and cuts new steel; follows established procedures to prep all stages of the process; preforms needed repairs to snow plows, buckets, beds, rock liners, blades, etc.

- Operates metal press as needed to bend and shape metals, creating bracing and other metal repairs.
- Repairing of hydraulic drive systems for specialized equipment such as, sanders, and oil distributors; inspects and repairs the same. May perform minor auto body maintenance, repair and painting.
- Assists to maintain shop layout; assists with parts and general supplies, and assures general shop safety and all proper lock out tag out procedures are performed, cleans shop area, and tools, maintains all shop equipment to insure a safe work environment.
- Attends various schools and training programs as needed to develop journey level skills in equipment maintenance. Operates heavy equipment as needed to assist in construction and maintenance projects or as needed to transport and relocate machinery or equipment.
- Performs all related duties as required.

#### **EDUCATION AND EXPERIENCE**

- Graduation from high school; plus completion of one (1) year of specialized course work providing technical training in diesel and automotive maintenance and repair and computerized diagnostics;
- Three (3) years of experience in major repair of a variety of gas and diesel vehicles.
- An equivalent combination of education and experience

#### **LICENSES AND CERTIFICATIONS**

- A valid and current CDL Class A with general and airbrake and tanker endorsements.

#### **SKILLS/ABILITIES**

- Considerable knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; the use of material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; welding methods and processes; computer diagnostic processes and procedures; safety practices required by state and federal laws.

Appropriate skill level in the use of mechanical tools, material, and testing equipment (**manual, technical and computerized**); skill in welding.

- Ability to direct the work of others and provide on-the-job training; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment;
- Communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department. Keep a positive working relationship with all County employees.

#### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Ability to follow detailed oral and written instructions given by supervisor.
- Communicates in person and by cell or two-way radio.

### **REASONING ABILITY**

- Ability to take direction and prioritize work assignments.
- Ability to follow proper methods, procedures and safety precautions.

### **PHYSICAL REQUIREMENTS**

- Majority of work is performed on the road or on work sites hauling materials with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with road work sites and working with/around other vehicles and tools. Work environment can be very loud.
- Regularly operates heavy/light trucks.
- Frequently lifts and/or moves objects weighing up to 80 pounds such as tools, equipment, supplies, etc.
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, and enter and exit from vehicles.
- Manually operates department vehicles, tools, and equipment.

### **HAZARDS**

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.